

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department of Children and Families		9. Position No. K0232613	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division Family Services			12. Proposed Class Title Program Consultant		
4. Section Faith Based and Community Initiatives	For Use By Personnel Office	13. Allocation			
5. Unit Mentoring		14. Effective Date			
6. Location (address where employee works) Wichita Sedgwick City County		15. By	Approved		
7. (circle appropriate time) <input type="checkbox"/> Full time <input type="checkbox"/> Perm. Inter. <input type="checkbox"/> Part time <input type="checkbox"/> Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00AM/PM To: 5:00AM/PM	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Pamela Garvin		

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Pamela Garvin		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) The Independent Living HOPE Mentoring Coordinator is allowed latitude for initiative and independent judgement without daily supervision. The Independent Living HOPE Mentoring Coordinator is expected to be a self-starter in identifying and prioritizing tasks within the established general guidelines. Work will be periodically checked for progress and conformance to established policies and requirements through phone, email, and in-person contact by the DCF Mentoring Program Director.
- b) The Independent Living HOPE Mentoring Coordinator will receive an overview of procedures and policies as they relate to the agency. Collaboration between Prevention and Protection Services Independent Living Program (PPS IL) and the Faith Based Community Initiatives (FBCI) HOPE Mentoring Program will be crucial to the success of this program.
- c) Most assignments are made via direct interaction with the DCF Mentoring Program Director either in person, by phone, or in writing.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
40%	E	<p>MONITORING</p> <ul style="list-style-type: none"> Provide a forum for mentors and mentees to be supported in the mentoring relationship including methods for receiving feedback, reporting, and resolving concerns/problems and otherwise identifying ways for ongoing support. Perform quality assurance/fidelity checks on mentor reports regarding mentoring and provide feedback. Ensure that mentoring relationship supports the youth's identified goals. Monitor numbers and information submitted by mentors and/or staff about mentor matches. Assist in developing and improving statewide reporting and tracking to produce a monthly number of applications, mentors trained, mentor matches, mentees and outcomes. Report numbers timely and accurately on a monthly basis. Enter data as needed. Utilize the tracking system reporting key data elements about the work of the mentors and the services delivered as well as outcomes. Identify and report inefficiencies in program function to the DCF Mentoring Program Director and the Independent Living Program Manager. Prepare weekly reports for DCF Mentoring Program Director and the Independent Living Program Manager reflecting progress and outcomes as directed.
30%	E	<p>RECRUITMENT/OUTREACH</p> <ul style="list-style-type: none"> Identify, establish, and engage faith-based and community partnerships. Contact youth identified as potential mentees. Engage youth and encourage participation in the Independent Living Hope Mentoring program. Support the formation of an alliance between the mentors and mentees. Promote awareness of the need for support for Independent Living youth.
20%	E	<p>MATCHING</p> <ul style="list-style-type: none"> Conduct interviews with potential mentors and mentees. Facilitate mentor/mentee matches based on applications, interviews, shared interests and skills, and observed interactions during training. Coordinate the initial meeting between the mentor and the mentee. Interface with the Independent Living Coordinators as needed. Provide intensive support during the first three months of the mentoring relationship and ongoing support during the remaining months. Closure will be facilitated by the Independent Living HOPE Mentoring Coordinator at the final monthly meeting or when both mentor and mentee have agreed upon mutual termination of the mentoring relationship.
10%	E	<p>TRAINING</p> <ul style="list-style-type: none"> Administer Independent Living HOPE Mentoring training. Facilitate quarterly mentor gatherings as well as initial mentee orientation. Collaborate with Independent Living Coordinators regarding appropriate youth referrals. Help develop mentor plan for individual cases. Work with mentors effectively.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform the essential functions of this position could be significant and result in loss of and/or wasteful expenditure of federal / state funds, impede service delivery to clients, and put this agency in jeopardy of legal action

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with DCF staff and clients, as well as daily contact with individuals and groups that form the agency's community partners.

Regular and frequent contacts with regional office staff, providers, stakeholders, grantees, other contracting agencies, consumers and public are a necessary part of the service delivery for the Independent Living HOPE Mentoring program.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This position will face hazards associated with travel and experience normal physical stress related to an office work/environment, fast paced work, and the responsibility of responding to the needs of several staff and divisions.

Discomforts and hazard exist due to exposure to weather conditions. The potential exists for normal travel hazards associated with vehicle operation. Travel is required. Contacts with dangerous and hostile clients pose threats to health and safety. Entering homes and other environments that may be dirty, cluttered and/or have offensive odors. There may be hazards associated with having to ascend and descend stairs. High stress related to responsibility level of work, short deadlines and responses to the program participants. Normal hazards related to use of office equipment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, telephone, all general office equipment, and vehicle to travel for business is required.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

A Bachelor's degree is required. Leadership ability and independent work experience in management of programs.

Education or Training - special or professional

Licenses, certificates and registrations

Must maintain valid driver's license throughout employment.

Special knowledge, skills and abilities

Ability to successfully engage youth and young adults ages 17 to 23 and community volunteers. Demonstrates a solid understanding of working with vulnerable youth that have experienced trauma, are diagnosed with disabilities and need to overcome significant self-sufficiency challenges. Good communication skills, orally and in writing.

Experience - length in years and kind

One year of experience in planning, implementing, and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Security clearance must be maintained throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date